

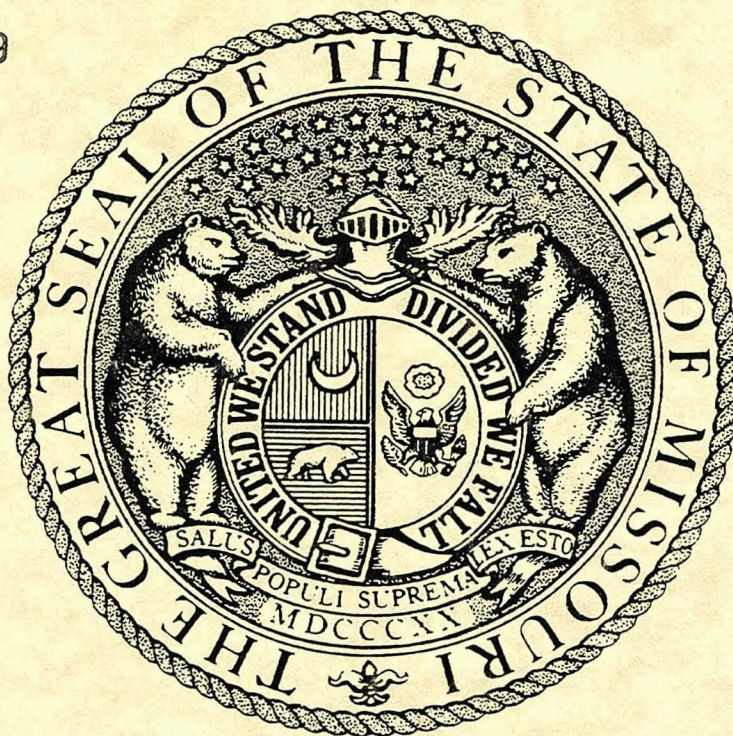
RECYCLING AND WASTE REDUCTION REPORT

STATE OF MISSOURI

FISCAL YEAR 1998

MO. DEP. DOC.
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MAR 08 1999



Prepared By:
State of Missouri Office of Administration
In Consultation With The
Environmental Improvement and Energy Resources Authority



State of Missouri

OFFICE OF ADMINISTRATION

Post Office Box 809
Jefferson City
65102
(573) 751-3311

Mel Carnahan
Governor

Richard A. Hanson
Commissioner

To the Members of the General Assembly
of the State of Missouri

In accordance with RSMo 34.031, we are submitting the Fiscal Year 1998 Recycling and Waste Reduction Report. This report provides information on the State of Missouri's recycling and waste reduction programs for fiscal year 1998.

The State Recycling Program, administered by the Office of Administration, Division of Purchasing and Materials Management, is responsible for assisting all state agencies in the areas of waste reduction, recycling collection and procurement of recycled products. State law directs state agencies to implement policies for recycling and waste reduction and to purchase products containing recycled materials when feasible.

State agencies have met statutory goals for purchases of recycled paper and paper products. However, procurement of both recycled content paper and non-paper products continues to decline. To increase procurement efforts, state agencies will be encouraged to step up efforts promoting environmentally preferable products and services.

The Office of Administration is leading the effort to improve recycling and waste reduction programs and promote the purchase and use of environmentally preferable products. We appreciate the interest and support of the General Assembly in our efforts.

Very truly yours,

A handwritten signature in cursive script that reads "Richard A. Hanson".

Richard A. Hanson
Commissioner of Administration



Mel Carnahan, Governor

Stephen M. Mahfood, Director
Department of Natural Resources

P.O. Box 744, 325 Jefferson St.
Jefferson City, Missouri 65102-0744

Main Line: (573) 751-4919
Market Development: (573) 526-5555
FAX: (573) 635-3486

Avis Parman, Chair
David Childers, Vice-Chair
Charles Banks, Secretary/Treasurer
Judith Hinrichs, Member
Thomas Welch, Director

To the Members of the General Assembly
of the State of Missouri:

In the four short years since Governor Carnahan announced the Missouri Buys Recycled Initiative, much has been accomplished. The success of the Office of Administration's State Recycling Program is one of those accomplishments.

The Office of Administration, in consultation with the EIERA, annually reports to the General Assembly on State recycling, waste reduction and procurement. The annual goals of the State Recycling Program are ambitious, and its accomplishments are significant.

In one month alone, due to the efforts of the program and other State agencies, more than 44 tons of waste paper were collected and recycled during "Clean Your Files" events. These are the kinds of materials that do not need to be landfilled and which can be easily recycled. State agencies, working together, can and should do more to reduce waste, recycle and buy products made from recycled materials.

The EIERA and the Department of Natural Resources are committed to working closely with the Office of Administration in its efforts to further increase recycling in all State agencies.

With best regards,

A handwritten signature in black ink, appearing to read "Thomas Welch".

Thomas Welch
Director

TW:vlh



FY98 RECYCLING AND WASTE REDUCTION REPORT

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If you have any questions, comments or suggestions regarding this report or the State Recycling Program, please contact the State Office Recycling Coordinator at:

*Angela Gehlert, State Recycling Coordinator
OA/Division of Purchasing & Materials Management
301 W. High, HST Bldg., Rm. 580
P.O. Box 809, Jefferson City, MO 65102*

*Telephone: (573)751-3384 or (573)751-1684
Fax: (573)526-3576
E-mail: gehlea@mail.oa.state.mo.us
<http://www.oa.state.mo.us/purch/purch.htm>*

INTRODUCTION

Legislation involving waste reduction, procurement of recycled products and recycling collection was enacted in late 1989. Chapter 34 of the Missouri Revised Statutes, sections 34.031 and 34.032, designates specific responsibilities and defines duties and goals as it relates to these issues. The Missouri Revised Statutes may be viewed or downloaded from the Internet by accessing the State of Missouri's Revised Statutes at <http://www.moga.state.mo.us/homestat.htm>.

RSMo 34.032.5 mandates that each department and state agency develop and implement, in cooperation with the Office of Administration, a policy for recycling and waste reduction. It further states that recycling programs for agency offices located outside of the city of Jefferson should be coordinated through the Office of Administration or operated locally provided that the Office of Administration reviews and approves such programs.

The FY98 State Recycling and Waste Reduction Report prepared by the Office of Administration in consultation with the Environmental Improvement and Energy Resources Authority (EI ERA) of the Department of Natural Resources summarizes state recycling, waste reduction and procurement activities for the period of July 1, 1997 through June 30, 1998.

The purpose of the report is to summarize and document the program's accomplishments in fiscal year 1998 and establish goals for fiscal year 1999. Many of the FY99 goals listed in this report have been incorporated from the Office of Administration/Division of Purchasing and Materials Management's (OA/DPMM) FY99 strategic plan.

HISTORY – STATE RECYCLING PROGRAM

The success of the State Recycling Program may be attributed to efforts dating back to 1989. Significant impacts since the program's establishments in 1989 are described below.

1989

Legislation involving waste reduction, the procurement of recycled products and recycling collection was enacted in late 1989, resulting in the establishment of the State Recycling Program.

Recycled product procurement was re-emphasized and given a 10% price preference.

Each executive branch department of state government was required to develop a plan for recycling and waste reduction and to begin collection of paper, aluminum cans and other recyclables.

1990

A comprehensive solid waste law was passed in 1990 to further promote waste reduction, resource recovery and market development. The law included:

- *Development of localized solid waste management plans
- *Creation of a solid waste management fund
- *Landfill bans on yard waste, lead-acid batteries, waste oil, major appliances, whole tires and small quantities of hazardous waste.

1992

OA/DPMMD designated a full time State Office Recycling Coordinator to facilitate state recycling collection, waste reduction and recycled product procurement.

The EIARA's Missouri Market Development Program was established to promote the development of markets for recovered materials.

Fiscal Year 1994

The EIARA's Missouri Buys Recycled Initiative was kicked off by Governor Carnahan to encourage businesses to purchase recycled products.

Governor Carnahan also announced the creation of the Missouri Interagency Recycling Committee (MIRC). The committee, composed of representatives from each of the state departments, meets semi-annually to discuss issues dealing with recycling collection, waste reduction, recycling market conditions and recycled product procurement.

Fiscal Year 1995

OA/DPMM, pursuant to RSMo 34.031, completed a survey of goods purchased by the State that were manufactured in whole or part from polystyrene plastic.

House Bill 562 eliminated the 10% price preference for recycled content products.

Fiscal Year 1996

The EIERA's Missouri Buys Recycled Initiative developed the first statewide Recycled Products Guide and established a toll-free hotline to provide technical assistance.

OA/DPMM re-allocated staff to supply a support person for the State Office Recycling Coordinator.

Fiscal Year 1997

The revised policy for recycling and waste reduction was completed and distributed to the executive branch departments.

Fiscal Year 1998

The State coordinated a series of "Clean Your Files" events in conjunction with the first annual Missouri Recycles Day. Over 44 tons of paper were collected and recycled during this effort designed to promote recycling.

STATE RECYCLING ACCOMPLISHMENTS

OA/DPMM continues to expand efforts to promote the State Recycling Program. Most of the fiscal year 1998 goals were met and surpassed. The status or progress made toward accomplishing FY98 goals has been indicated below.

Fiscal Year 1998 Goals

1. Continue to promote recycling, waste reduction and recycled product procurement through education and training.

OA/DPMM conducted 5 recycling workshops and 26 outreach activities. See page 8 for a list of outreach activities.

2. Increase recycling collection and reduce waste in state offices.

- ◆ Continue to conduct recycling workshops to educate employees and heighten awareness and interest in the State Recycling Program.

OA/DPMM conducted 5 recycling workshops and 26 outreach activities. A series of "Clean Your Files" events were organized to promote recycling in the office. See page 8 for a list of outreach activities.

3. Increase amount of purchases of products made from recycled materials.

- ◆ Meet with state agencies to provide information and assistance in procuring recycled products.
- ◆ Provide OA/DPMM buyers with a list of recycled product vendors in their commodity/ service area.

Environmentally preferable (EP) procurement is promoted during OA/DPMM's recycling workshops. Environmentally preferable products were displayed during workshops, training, "Clean Your Files" Events, etc. A presentation was made regarding procurement of EP products and services to Missouri Association of Public Purchasing members at their spring conference.

4. Distribute a list of local recycling facilities to state agencies located outside of the central Missouri area or located in areas not covered by the current state recycling collection services contracts.

The recycling facility list compiled by the Department of Natural Resource's Solid Waste Unit was distributed to the MIRC committee at the December meeting. This list is provided to state agency personnel upon request.

5. Conduct at least ten waste audits at state facilities to identify potential recyclable materials in the waste stream and monitor the effectiveness of recycling efforts.

Twelve waste audits were conducted during FY98. Over 1,106 lbs. of waste generated from state facilities was collected and sorted. Results from these audits can be found on page 13.

6. Add a list of recycled products available under state contract to DPMM's Internet home page.

A statewide contract list for EP products and services was added to the State Recycling Program site on OA/DPMM's WebPages.

7. Improve tracking methods of recycled product purchases made by departments and report on these purchases annually.

OA/DPMM worked with the SAM II team to ensure the new statewide financial management system would be capable of tracking state purchases of EP products and services.

8. Increase efforts to involve the Offices of Elected Officials, Judicial Branch and Legislative Branch of State Government in recycling and waste reduction activities.

OA/DPMM worked closely with these offices as a result of "Clean Your Files" events. We will continue our efforts to involve them with all aspects of the State Recycling Program including recycling collection, waste reduction, and procurement of EP products and services.

9. Review printing costs to more accurately estimate the actual cost of recycled paper represented in the total printing costs reported in procurement amount.

Various vendors were contacted regarding printing charges to determine the portion of the total cost that could reasonably be attributed to the actual paper cost. This information is discussed on page 20 under Environmentally Preferable Procurement.

10. Develop and maintain a master list of all state agencies and their recycling efforts. This list should contain information for agencies throughout the state as well as all state universities. Information should include a list of items collected for recycling, collection data, copies of contracts, etc.

Over 1,155 surveys were mailed out to state agencies in an effort to determine the State's recycling efforts, appropriate points of contact, etc. Information from these surveys will be loaded on a database to be used in various applications.

In addition to achieving many of the FY98 goals, the State Recycling Program accomplished other significant tasks. These accomplishments are listed below.

- **Conducted a session on procurement of recycled content and environmentally preferable products and services at the spring conference of the Missouri Association of Public Purchasing.**
- **Organized a paper making activity for school children attending the Department of Natural Resource's Earth Day Celebration at the Capitol.**
- **Organized a series of "Clean Your Files" events in conjunction with the first annual Missouri Recycles Day. In November, state employees recycled over 44 tons of paper at 12 different facilities in the Jefferson City area.**
- **Assisted the Department of Correction's Farmington Correctional Facility in acquiring a cardboard baler from the Federal Surplus Property Program.**
- **Developed a series of fact sheets for EP products or services available on statewide contract. These fact sheets are sent to the State Purchasing Committee for distribution to all state agencies. Copies are also sent with regular quarterly mailings to 1,178 Cooperative Procurement Members.**
- **Developed a State Recycling Program site on OA/DPMM's Internet website. This site includes a MIRC member list, FY97 Annual Recycling and Waste Reduction Report, Policy for Recycling and Waste Reduction, EPP Statewide Contract List, EPP Vendor List, and OA/DPMM's EPP Recommended Content Guide.**
- **Became a partner in the Environmental Protection Agency's WasteWise program. The Capitol Complex Buildings in Jefferson City will be the target of our initial waste reduction efforts.**
- **Consolidated and categorized information and forms for MIRC members. This information was distributed to the MIRC members at the spring meeting.**
- **Worked with the Missouri Recycling Association (MORA) and the Department of Elementary and Secondary Education (DESE) to develop a poster contest to promote Missouri Recycles Day 1998.**
- **Met with various state personnel to discuss and promote purchases of EP products and services (OA/DPMM buyers, Department of Correction's Missouri Vocational Enterprises, State Printing, etc.).**
- **Worked with OA/DPMM staff to identify statewide contract items, such as paper, that can be offered in both virgin and recycled content form.**

- **Revised the invitation for bid for recycling services to provide coverage for St. Louis and Kansas City area state office buildings in addition to the Central Missouri Region. Also specifically addressed the recycling of records maintained by the Secretary of State.**
- **The revised invitation for bid also requested vendors to provide recycling services for low-grade paper materials such as magazines, catalogs, manila file folders, and post-it notes in addition to white and colored paper. These items were identified as a large component of the state's waste stream.**
- **Provided centralized recycling collection for spent Ni-Cd and NiMH batteries.**

FISCAL YEAR 1998 OUTREACH ACTIVITIES

DATE	DEPARTMENT/LOCATION	PURPOSE
August 19, 1997	DOC, Fulton Reception Diagnostic Center	Establish Recycling Program
August 19, 1997	DMH, Fulton State Hospital	Establish Recycling Program
September 23, 1997	Mo. Interagency Recycling Committee (MIRC)	Initial "Clean Your Files" Meeting
October 2, 1997	Secretary of State, Records Mgmt. Division	"Clean Your Files" Meeting
November 6, 1997	Mo. Interagency Recycling Committee (MIRC) Department Recycling Monitors	Prep. Meeting "Clean Your Files" Recycling Workshop
November 7, 1997	DPS, Division of Fire Safety	"Clean Your Files" Event
November 7, 1997	DOLIR, Recycling Monitors	Recycling Workshop
November 7, 1997	Department of Labor & Industrial Relations	"Clean Your Files" Event
November 7, 1997	DOLIR, Division of Employment Security	"Clean Your Files" Event
November 10, 1997	Supreme Court Building	"Clean Your Files" Event
November 10, 1997	Broadway Building	"Clean Your Files" Event
November 12, 1997	Mo. State Information Center	"Clean Your Files" Event
November 13, 1997	Capitol Building	"Clean Your Files" Event
November 13, 1997	Jefferson Building	"Clean Your Files" Event
November 14, 1997	DNR, EIARA	"Clean Your Files" Event
November 14, 1997	Harry S Truman Building	"Clean Your Files" Event
November 18, 1997	Department of Mental Health	"Clean Your Files" Event
November 21, 1997	DED, Div. Of Professional Registration	"Clean Your Files" Event
December 9, 1997	Mo. Interagency Recycling Committee (MIRC)	Fall Meeting
December 12, 1997	Dept. of Public Safety – Managers	Recycling Workshop
January 28, 1998	DESE and Mo. Recycling Association	State Poster Contest
February 3, 1998	OA/Facilities Management	Promote Recycling
March 4, 1998	DESE and Mo. Recycling Association	State Poster Contest
March 4, 1998	DOC, Mo. Vocational Enterprises	Promote EP Procurement
March 4, 1998	OA/GS/State Printing	Promote EP Procurement
March 11, 1998	Department of Natural Resources	Earth Day Meeting
April 9, 1998	Mo. Association of Public Purchasing	Promote EP Procurement
April 15, 1998	DNR, Division of Environmental Quality	Recycling Workshop
April 20, 1998	DNR's Earth Day Celebration	Paper Making - Promote Recycling
April 21, 1998	Mo. Interagency Recycling Committee (MIRC)	Spring Meeting
April 27, 1998	DOLIR, Div. Of Employment Security	Promote Recycling
April 27, 1998	OA/GS/State Printing	Promote Recycling
June 3, 1998	DED, Div. Of Tourism	Recycling Workshop

MISSOURI INTERAGENCY RECYCLING COMMITTEE

(MIRC)

The Missouri Interagency Recycling Committee (MIRC), composed of representatives from each of the state departments, meets semi-annually to discuss issues dealing with recycling collection, waste reduction, recycling market conditions, and recycled product procurement.

MIRC members met several times in the fall to discuss and prepare for the State's "Clean Your Files" events.

The regular fall meeting in December, gave MIRC members a chance to discuss "Clean Your Files" results as well as the issues listed below:

- ◆ Collection and recycling of miscellaneous items including binders, computer manuals, Ni-Cd and NiMH batteries, city and state telephone directories.
- ◆ Cardboard baling unit available through Surplus Property Program.
- ◆ Recycling workshops.
- ◆ Waste audits.
- ◆ FY97 Annual Recycling Award.
- ◆ Upcoming renewal of recycling services contracts.
- ◆ Tracking of environmentally preferable products and services.
- ◆ Distributed DNR's recycling center list.

The spring meeting of the "MIRC" committee centered on data collected for the FY97 Annual Recycling and Waste Reduction Report and the accuracy of data we are able to collect. The MIRC committee recommended that DPMM address reporting issues with the SAM II team to ensure that purchases of EP products and services can be accurately measured in the future.

The revised MIRC binders and forms were distributed along with copies of the FY97 Annual Recycling and Waste Reduction Report. The MIRC committee also discussed the needs of the state agencies in regard to the upcoming bid for recycling services for state agencies in the central Missouri region.

MISSOURI INTERAGENCY RECYCLING COMMITTEE (MIRC)

EXECUTIVE DEPARTMENT	MIRC MEMBER	PHONE NO.	E-MAIL ADDRESS
Office of Administration Div. of Purch. & Materials Mgmt. State Recycling Program HST, Room 580/P.O. Box 809 Jefferson City, MO 65102	Angela Gehlert State Recycling Coordinator	(573)751-1684 or (573)751-3384	gehlea@mail.oa.state.mo.us
Office of Administration	Vernon Morris	(573)526-1136	vmorris@mail.state.mo.us
Dept. of Agriculture	Alan Clements	(573)751-6639	acleme01@mail.state.mo.us
Dept. of Conservation	Jerry Goff	(573)751-4115 x272	goffj@mail.conservation.state.mo.us
Dept. of Corrections	Judy Crocker Joan Simmons	(573)526-6424 (573)751-2053	jcrocker@mail.state.mo.us N/A
Dept. of Economic Development	Ron Doerhoff Kathie Smith	(573)751-3959 (573)751-4957	rdoerhof@mail.state.mo.us ksmith01@mail.state.mo.us
Dept. of Elem. & Sec. Education	Carol Rackers Janet Fitzwater	(573)751-4463 (573)751-3501	crackers@mail.dese.state.mo.us jfitzwat@mail.dese.state.mo.us
Dept. of Health	Don Dickey	(573)751-6032	ddickey@mail.state.mo.us
Dept. of Higher Education	Leroy Wade	(573)751-2361	lwade1@mail.state.mo.us
Dept. of Insurance	Shirley Gerling	(573)751-1942	sgerling@mail.state.mo.us
Dept. of Labor & Ind. Relations	Fred Bax	(573)751-3936	N/A
Dept. of Mental Health	Don Wolters	(573)751-4079	woltd@mail.dmh.state.mo.us
Dept. of Natural Resources	Dennis Hansen	(573)526-3938	nrhansd@mail.dnr.state.mo.us
(DNR) EIARA	Tom Welch	(573)526-5555	twelch@mail.state.mo.us
Dept. of Public Safety	Rhonda Irely	(573)751-5103	rhonda@dps.state.mo.us
Dept. of Revenue	Ed Meldrum	(573)751-5575	emeldrum@mail.state.mo.us
Dept. of Social Services	John Giles	(573)751-3870	dgiles@mail.state.mo.us
Dept. of Transportation	Bob Lannert Kevin Wideman	(573)751-3728 (573)526-4171	lanner@mail.modot.state.mo.us widemk@mail.modot.state.mo.us
ELECTED OFFICIALS			
Office of the Governor	Marilyn Parrish	(573)751-2019	parrim@mail.gov.state.mo.us
Office of the Lt. Governor	John Robinson	(573)751-9612	jrobinso@mail.state.mo.us
Office of the Attorney General	Hank Panethiere	(573)751-3321	paneth@agomail
Office of the Secretary of State	Pam Bax	(573)751-4219	pbax01@mail.sos.state.mo.us
Office of the State Auditor	Carol Hurt	(573)751-4213	churt01@mail.state.mo.us
Office of the State Treasurer	Jeanne Martin	(573)751-5705	jmartin@mail.sto.state.mo.us
JUDICIAL BRANCH			
Supreme Court	Harry Kennedy	(573)751-7311	N/A
LEGISLATIVE BRANCH			
House of Representatives	Keith Sappington	(573)751-2739	ksapping@mail.state.mo.us
Senate	Dan Berendzen	(573)751-2945	N/A

ANNUAL STATE RECYCLING AWARD

Each fiscal year the MIRC committee recognizes a state department, agency, facility or institution for outstanding performance in recycling collection, waste reduction and/or recycled product procurement. Recipients are acknowledged and presented an award by the Governor.

FISCAL YEAR 1998 RECIPIENT:

DEPARTMENT OF TRANSPORTATION BRIDGE MAINTENANCE DIVISION

The Missouri Department of Transportation (MoDOT), Bridge Maintenance Division was selected to receive the Fiscal Year 1998 Annual Recycling and Waste Reduction Award for their outstanding efforts to protect the health and well being of their employees and the environment.

MoDOT initiated procedures to recycle lead paint waste removed from steel bridges during bridge repainting operations. In addition, MoDOT now encourages its contractors to use abrasive recyclers; further reducing the material generated from the removal of lead based paint from steel bridges. This has also reduced the amount of blast abrasive used in the operation.

For the protection of the environment and public safety, the paint is removed inside containment structures with negative air pressure to contain the lead paint. Workers are monitored regularly and policies were initiated to protect employees and their families from exposure to lead.

MoDOT has been a leader among state transportation departments in its recycling efforts. MoDOT should be commended for their environmentally conscious efforts.

Other Annual Recycling Award recipients include:

Fiscal Year 1997 – Department of Mental Health, Fulton State Hospital

Fiscal Year 1995 & 1996 – Department of Conservation

Fiscal Year 1994 – Office of Administration/Division of Facilities Management
Springfield State Office Building

WASTE GENERATION

It is essential to examine both the contents and quantity of waste generated by the state to determine the effectiveness of current waste reduction and recycling efforts. It is important to remember that the figures provided below relate to waste destined for the landfill.

Collection amounts for two state facilities have been obtained from the state's contractor for trash removal services. The majority of state office buildings are billed for trash collection by a specific number of designated pickups, rather than by volume or weight of the waste at the time of collection. There are two exceptions to this standard practice in Jefferson City. Both the Harry S Truman State Office Building and the Mo. State Information Center use trash compactors, which are weighed when emptied at the landfill. The amount of waste generated from these two facilities has been monitored since July 1, 1996. Data for prior years is not available.

FACILITY	FY97		FY98	
	FULL-TIME EMPLOYEES	TONS GENERATED	FULL-TIME EMPLOYEES	TONS GENERATED
Harry S Truman State Office Building	2,695	437	2,695	442
Mo. State Information Center	233	52	232	54
TOTALS	2,928	489	2,927	496

Combined, these two facilities landfilled 7 tons more waste in FY98 than the previous year even though the number of full-time employees was essentially the same. This increase warranted a closer review of the contents of waste destined for the landfill.

Waste Audits

This section provides summary information about the content of waste generated by State government offices as determined through a series of waste audits.

The goal of a waste audit is to physically collect, sort and weigh a representative sample of the waste generated. Identification of the amount and types of materials in the waste stream helps to determine the effectiveness of a recycling program as well as identify materials found in such quantities that might warrant collection for recycling.

Twelve waste audits were conducted during FY98, involving the sorting and weighing of more than 1,106 pounds of waste. The table below indicates the type and amount of materials found in the waste stream.

COLLECTED MATERIALS	FY97	FY98	OTHER ITEMS	FY97	FY98
	% of Total	% of Total		% of Total	% of Total
Office Paper	30	24	Catalogs & Magazines	13	13
Aluminum	3	2	Kraft Envelopes, Post-Its	9	8
Corrugated Cardboard	2	5	Trash/Food Waste	37	43
Newsprint	4	4			
Glass	1	1			
Plastic	1	0.5			
Steel	0	0			
Total Recyclables	41%	37%	Total Waste Items	59%	63%

The State's current recycling services contracts covered the items listed above as collected materials.

Waste audits reflected that the amount of recyclables found in the waste stream decreased from 41% to 37% which indicates progress towards OA/DPMM's goal of 20%. Education and promotion of the State's recycling and waste reduction efforts has been, and continues to be essential for a successful recycling program.

Items such as magazines, kraft envelopes, window envelopes, and food waste that were not covered by recycling services contracts continue to comprise the majority of the State's waste stream. OA/DPMM intends to review recycling options for the low-grade paper items that comprise 21% of the State's current waste stream. If feasible, OA/DPMM will attempt to expand the type of materials collected in our current recycling program.

Waste reduction and materials reuse are also waste management options that merit consideration. OA/DPMM will continue efforts to promote waste reduction ideas to state agencies. Initial waste reduction efforts will target the Capitol Complex buildings.

RECYCLING COLLECTION

In past years, OA/DPMM has reported collection figures for office paper as submitted by the State's contractor for recycling services in the Central Missouri Region. Over the past year OA/DPMM attempted to identify and more accurately report the State's total recycling efforts. It was apparent that State agencies were recycling more than office paper as reported in the past and that agencies outside the Central Missouri Region were also contributing to the State's recycling and waste reduction efforts.

State agencies were surveyed in fiscal year 1998 to determine collection amounts for all items recycled during the FY98 period. The table below represents data submitted by all state departments.

MATERIALS RECOVERED – FY98

ITEM	TOTAL POUNDS	TOTAL TONS	TOTAL GALLONS	TOTAL UNITS
Container Glass	2,475			
TOTAL GLASS	2,475	1.2		
Scrap Metal	522,061			
Aluminum	142,774			
TOTAL METALS	664,835	332.4		
High Grade Office Paper	1,596,747			
Mixed Waste Paper	637,840			
Corrugated Cardboard	193,887			
Telephone Books	22,420			
Newspaper	16,582			
Magazines	13,586			
Books, Bound Publications	10,620			
TOTAL PAPERS	2,491,682	1,245.8		
Mixed Plastic	3,267			
TOTAL PLASTIC	3,267	1.6		
Batteries, Ni-CD & NiMH	728			
TOTAL OTHER	728	0		
Oil, Used Motor			72,045	
Gasoline			3,844	
Diesel Fuel			492	
Antifreeze			136	
TOTAL GALLONS			76,517	
Tires				561,124
Fluorescent Lamps				29,780
Toner Cartridges				6,830
Pallets				4,444
Batteries, Lead Acid				1,625
Oil Filters				720
Videocassette Tapes				582
TOTAL MISC. ITEMS				605,105
TOTAL	3,162,987	1581.5	76,517	605,105

These figures should more accurately depict the state's recycling efforts and should not be compared to the 335 tons of paper collected in the Jefferson City, Columbia, Fulton and Boonville areas as reported in the Fiscal Year 1997 Annual Report. It is OA/DPMM's intent to continue the annual report survey so that collection trends can be analyzed.

Recycling and waste reduction efforts as reported by each department are contained on pages 26-37 of this report. These efforts include duplexing copies, environmentally conscious procurement, routing correspondence versus copying numerous individuals, sharing publications and utilizing e-mail.

“CLEAN YOUR FILES” EVENTS

The State of Missouri participated as one of 48 states and 2 U.S. territories (Puerto Rico and Virgin Islands) supporting the first ever “America Recycles Day”. Missouri State Government’s “Clean Your Files” (CYF) events were organized to support Missouri Recycles Day held on Saturday, November 15, 1997. The State’s CYF events began Friday, November 7, 1997, and continued through Friday, November 21, 1997. Mixed office paper was collected for recycling at state office buildings in the Jefferson City area. OA/DPMM coordinated exhibits of environmentally preferable products in the lobby area of each participating building.

RESULTS

A total of 89,515 lbs. or 44.76 tons of mixed office paper was collected for recycling by state employees during CYF events.

Listed below are results by facility.

<u>FACILITY</u>	<u>ADDRESS</u>	<u>TOTAL POUNDS</u>
DPS/Div. Of Fire Safety	1709 Industrial Dr.	50
Supreme Court Building	207 W. High St.	170
DED/Div. of Professional Registration	3605 Mo. Blvd.	225
Dept. of Labor & Industrial Relations	3315 W. Truman Blvd.	460
DNR/EIERA	325 Jefferson St.	600
Broadway Building	221 W. High St.	2,200
Jefferson Building	205 Jefferson St.	2,500
Dept. of Mental Health	1706 E. Elm St.	3,160
DoLIR, Div. Of Employment Security	421 E. Dunklin St.	6,900
Truman Building	301 W. High St.	8,500
Capitol Building	201 W. Capitol Ave.	25,850
Mo. State Information Center	600 W. Main St.	<u>38,900</u>
TOTAL		89,515 lbs. or 44.76 Tons

This promotional effort was a success due to the 44 tons of paper that were recycled, and also because it generated a renewed interest in recycling among State employees. OA/DPMM intends to organize a similar event for Missouri Recycles Day 1998.

PARTICIPATION

CYF events were held at 12 different facilities with the potential of involving approximately 6,450 state employees and all three branches of State Government.

The following departments, offices and agencies participated in CYF events held in Jefferson City:

Executive Branch

Office of the Governor
Office of the Lt. Governor
Office of the Secretary of State
Office of the State Auditor
Office of the State Treasurer
Office of the Attorney General
Office of Administration
Department of Economic Development
Department of Elementary & Secondary Education
Department of Insurance
Department of Labor & Industrial Relations
Department of Mental Health
Department of Natural Resources
Department of Public Safety
Department of Revenue
Department of Social Services

Judicial Branch

Supreme Court

Legislative Branch

Senate
House of Representatives

Although some departments/agencies were not involved in a CYF event, they showed support by making Missouri Recycles Day information and pledge cards available to state employees.

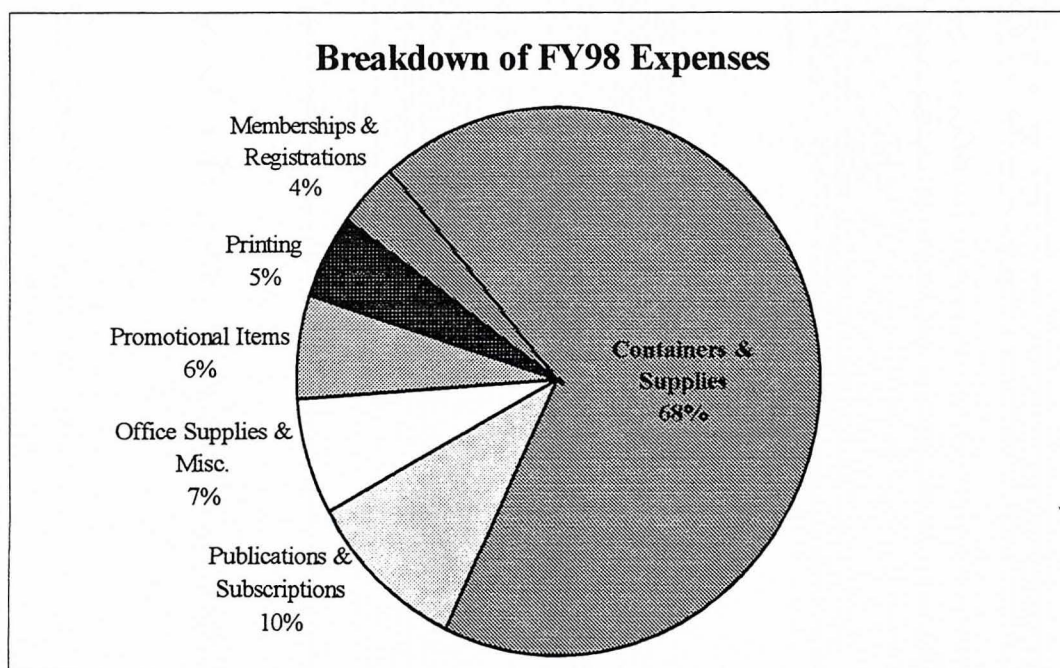
RECYCLING FUND

Revenues generated from the recycling efforts of state employees' fund costs of the State Recycling Program. Revenues vary from year to year primarily due to market fluctuations. In the past five years, the reimbursement rate has varied from \$35 per ton to \$195 per ton for white office paper collected. Costs associated with the program include recycling bins, printing, promotional items, conferences and training. Excess revenues over costs are transferred to the Department of Social Services, Division of Family Services' Energy Assistance Program pursuant to RSMo 34.032. The Energy Assistance Program provides financial assistance to low-income Missourians for heating their homes during winter months. The State Recycling Program transferred \$15,000 to the Energy Assistance Program in fiscal year 1998; resulting in a total of \$75,000 transferred since the program's establishment.

RECYCLING FUND SUMMARY

Fiscal Year	Revenues	Program Costs	Funds Transferred
1991	\$10,262	\$4,974	
1992	\$4,920	\$8,053	
1993	\$8,110	\$6,493	
1994	\$9,074	\$7,104	
1995	\$31,148	\$8,397	\$20,000
1996	\$47,638	\$13,123	\$20,000
1997	\$24,038	\$6,299	\$20,000
1998	\$25,801	\$12,712	\$15,000
Totals	\$160,991	\$67,155	\$75,000

The State Recycling Program has an annual appropriation of \$15,000. The graph below categorizes fiscal year 1998 expenses.



ENVIRONMENTALLY PREFERABLE PROCUREMENT

An integral part of the State Recycling Program is promoting purchases of environmentally preferable (EP) products and services. Such efforts include notifying purchasers about product availability and providing detailed product information. Buy recycled outreach efforts included conducting a session on EP procurement at the spring conference of the Missouri Association of Public Purchasing. A staffed exhibit of EP products was available for viewing by conference attendees. The State Recycling Coordinator also met with various OA/DPMM buyers, OA/GS State Printing, and DOC Missouri Vocational Enterprises to promote EP products and services. Exhibits of EP products were displayed in the lobby of buildings hosting "Clean Your Files" events in recognition of the first Missouri Recycles Day.

In an effort to promote EP products available on statewide contract, a State Recycling Program site was added to OA/DPMM's web page. This site includes a EP statewide contract list, recommended content guide for recycled content products, and a vendor list of EP products and services. A series of fact sheets for EP items available on statewide contract was also developed. The fact sheets are distributed to the State Purchasing Committee members to encourage purchases of EP products and services.

Two significant changes occurred in FY95 that impacted the procurement figures generated through the automated procurement system (MAPS). The State of Missouri eliminated the 10% price preference for recycled products and OA/DPMM raised the local procurement delegation of authority for state agencies from \$5,000 to \$20,000. In September 1997, this delegation increased to \$25,000, further inhibiting our ability to track purchases under \$25,000 through MAPS. These factors make it difficult to pinpoint significant changes in purchasing as a result of the elimination of the price preference for recycled content products.

OA/DPMM is working with the SAM II team to ensure the new statewide financial management system will be capable of more accurately tracking purchases of EP products and services.

Pending implementation of SAM II, OA/DPMM will continue to collect and report procurement data as accurately as possible. To gather the most accurate information, the FY98 annual report survey requested each department to report purchases of EP products and services that would not have been captured through the current MAPS system. The annual report survey will be continued until SAM II is implemented so that procurement trends can be analyzed.

The tables on pages 20 and 21 represent purchases reported by each department in addition to amounts obtained from the MAPS system for purchases from statewide contracts. State agency purchases of recycled paper and paper products totaled \$6,680,983 in fiscal year 1998. Agencies further reported purchasing \$31,645,668 of environmentally preferable non-paper products.

EP PURCHASES

PAPER PRODUCTS

The State of Missouri has met and exceeded statutory goals for FY98 purchases of recycled content paper and paper products. Attainment goals as established in RSMo 34.032 for the percentage of paper products to be purchased that contain post-consumer recovered materials are:

- (1) Ten percent in 1991 and 1992
- (2) Twenty-five percent in 1993 and 1994
- (3) Forty percent in 1995; and
- (4) Sixty percent by 2000.

Listed below is a breakdown of specific paper products purchased in fiscal year 1998. The table compares the dollar amount of recycled paper products purchased to total purchases for each product type.

FISCAL YEAR 1998 PURCHASES

ENVIRONMENTALLY PREFERABLE PAPER PRODUCTS

<i>PAPER PRODUCTS</i>	<i>EPP PURCHASES</i>	<i>TOTAL CATEGORY PURCHASES</i>	<i>EPP PURCHASES AS % OF OVERALL PRODUCT CATEGORY</i>
Fine Paper Products Office, Xerographic, Fax	\$ 3,551,494	\$ 5,465,576	65%
Forms, Continuous & Snap Out	511,773	2,802,356	18%
Course Paper Products Napkins, Towels, Tissues, Etc.	1,966,746	2,397,397	82%
Envelopes, Plain or Printed	280,944	2,372,361	12%
*Printing by Contractors 40% of Total Charge	370,026	1,374,567	27%
SUBTOTAL	\$ 6,680,983	\$ 14,412,257	46%

*Forty percent of the total printing charge is included as an estimate of the actual cost of paper.

Expenditures for printing services are not included with direct expenditures for paper because printing charges by commercial contractors generally include other costs associated with printing such as labor, equipment operation, design, binding and artwork. After consulting with several commercial printers, OA/DPMM determined that 40% of the total printing charge was an accurate reflection of the paper cost alone and was used in the table above.

EP PURCHASES
NON-PAPER PRODUCTS

Agencies reported purchasing \$31,645,668 of environmentally preferable non-paper products in fiscal year 1998. The Missouri Department of Transportation (MoDOT) used a variety of environmentally preferable products in highway construction and maintenance projects.

FISCAL YEAR 1998 PURCHASES
ENVIRONMENTALLY PREFERABLE NON-PAPER PRODUCTS

<i>Item</i>	<i>Amount</i>
Bituminous Concrete	\$ 12,000,000
Emulsified Asphalt	12,000,000
Paint	5,340,699
Alternate Fuel Vehicles	1,228,804
Aluminum Sheeting	556,800
Low-Mercury Fluorescent Bulbs	116,052
Corrugated Cardboard (Boxes & Sheeting)	91,735
Tires, Retread	80,271
Office Supplies	76,267
Lottery Tickets, Pull Tab	66,960
Ink & Toner Cartridges (Remanufactured)	37,593
Promotional Items	25,976
Barrels & Containers	8,934
Lumber, Plastic	8,122
Re-refined Oil	5,000
Vehicle Maintenance Supplies	1,782
Glass Beads	200
Anti-Freeze	173
Cleaning Supplies	145
Signs	100
Traffic Cones	55
TOTAL	\$ 31,645,668

STATEWIDE CONTRACTS

ENVIRONMENTALLY PREFERABLE PRODUCTS AND SERVICES

The Office of Administration, Division of Purchasing and Materials Management continues to promote purchases of products made with recycled content and other environmentally preferable (EP) products or services. Environmentally preferable products or services may provide environmental services, utilize recovered materials, reduce toxins or save energy. Listed below are FY98 statewide contracts for environmentally preferable products or services available to all state agencies and cooperative procurement members where indicated (*).

Environmentally Preferable Products

Alternate Fuel Vehicles – *Bi-fuel (Ethanol) Vehicles*

Contract #C800587001-003	Contract Period: 3/3/98 - 1998 Model Year
Vendors: Olathe Ford Sales*	PH: (913)782-0881
Joe Machens Ford*	PH: (573)445-4411
Landmark of Florissant, Inc.*	PH: (314)838-9300
OA/DPMM Buyer: Liz Palazzolo	PH: (573)751-4885 E-Mail: palazl@mail.oa.state.mo.us

Computer Paper - *Continuous Stock Paper - 1-Part, White*

Contract #C800523001	Contract Period: 3/1/98 – 8/31/98
Vendor: OEI Business Forms*	PH: (800)677-1660
OA/DPMM Buyer: Tom Terry	PH: (573)751-3270 E-Mail: terryt@mail.oa.state.mo.us

Course Paper Products -*Includes bath tissue, napkins & towels.*

Contract #C800531001-003	Contract Period: 3/1/98 – 8/31/98
Vendors: Unisource*	PH: (800)637-9618 Ext. 25
Clark Food Service*	PH: (800)330-8508
Nationwide Papers*	PH: (800)821-5124
OA/DPMM Buyer: Tom Terry	PH: (573)751-3270 E-Mail: terryt@mail.oa.state.mo.us

Electric Lamps – *Includes Low-Mercury “Alto” Bulbs*

Contract #C700377001	Contract Period: 4/1/98 – 3/31/99
Vendor: Voss Electric Supply Co.*	PH: (816)471-8677
OA/DPMM Buyer: Shelly Honse	PH: (573)751-4925 E-Mail: honsem@mail.oa.state.mo.us

Office and Printing Paper – *Includes bond and xerographic paper*

Contract #C800384001 – 003	Contract Period: 05/01/98 - 08-31-98
Vendors: Zellerbach*	PH: (800)821-3140
Premier Paper & Pkging	PH: (800)320-8970
Resourcenet International	PH: (913)397-4075
OA/DPMM Buyer: Tom Terry	PH: (573)751-3270 E-Mail: terryt@mail.oa.state.mo.us

Environmentally Preferable Products

Office Supplies - Includes binders, file folders, envelopes, and misc. office supplies

Contract #C800079001-004 Contract Period: 11/1/97 – 10/31/98
Vendor: J. Jowdy Imaging Products* PH: (408)748-0296
Corporate Express PH: (573)634-3133
MINNCOR Industries* PH: (612)779-1495
OA/DPMM Buyer: Joyce Renick PH: (573)526-2716 E-Mail: renicj@mail.oa.state.mo.us

Printer Supplies/Diskettes – Includes diskettes–Recycled Brand:Greenbrier

Contract #C700771001 Contract Period: 8/15/97 – 8/14/98
Vendor: The Tree House, Inc.* PH: (800)223-8733
OA/DPMM Buyer: Cindy Stafford PH: (573)751-7076 E-Mail: staffc@mail.oa.state.mo.us

Environmentally Preferable Services

Comprehensive Hazardous Substance Mgmt.

Contract #C700062002-004 Contract Period: 5/1/97 – 4/30/98
Vendors: Smith Technology Corp.* PH: (314)532-7660
Heritage Environmental Svcs.* PH: (314)388-3500
Haz.-Mat Response, Inc.* PH: (800)229-5252
Environmental Specialists Inc.* PH: (816)523-5081
OA/DPMM Buyer: Brenda Tyree PH: (573)751-4887 E-Mail: tyreeb@mail.oa.state.mo.us

Environmental Assessments

Contract #C600719001 Contract Period: 12/15/97 – 12/14/98
Vendor: Terranext* PH: (913)696-1300
OA/DPMM Buyer: Mary Call PH: (573)751-1695 E-Mail: callm@mail.oa.state.mo.us

Hazardous Waste Disposal

Contract #C500803001-004 Contract Period: 5/1/98 – 4/30/99
Vendors: Advanced Environmental* PH: (618)271-2804
Heritage Environmental* PH: (816)453-0180
Laidlaw Environmental (TS) Inc.* PH: (803)933-4254
Clean Harbors* PH: (314)567-3133
OA/DPMM Buyer: Brenda Tyree PH: (573)751-4887 E-Mail: tyreeb@mail.oa.state.mo.us

Recycled Materials Collection Service - Includes office paper for Central Mo. Region

Contract #C401086001 Contract Period: 7/01/97 - 6/30/98
Vendor: MRS Recycling Services* PH: (573)636-5828
OA/DPMM Buyer: Brenda Tyree PH: (573)751-4887 E-Mail: tyreeb@mail.oa.state.mo.us

Environmentally Preferable Services

Recycling Service - Includes cardboard, newsprint, alum., steel, glass & plastic in Central Mo. Region

Contract #C501901001

Contract Period: 7/24/97 - 7/23/98

Vendor: MRS Recycling Services*

PH: (573) 636-5828

OA/DPMM Buyer: Brenda Tyree

PH: (573) 751-4887 E-Mail: tyreeb@mail.oa.state.mo.us

Environmentally Preferable Products/Services available through the Department of Correction's MISSOURI VOCATIONAL ENTERPRISES.

Environmentally Preferable Products

Cardboard (Corrugated Paper) Backer and Liners – Contains 17–50% recovered materials.

MVE Contact: Charlie Schwartze

PH: (573)751-3224

Envelopes, White, Kraft & Misc. Colored – Contain 35-40% recovered materials.

MVE Contact: Phil Harris

PH: (660)263-3778

Environmentally Preferable Services

Copy Machine Cartridge Recharging and Laser Printer Cartridge Recharging

MVE Contact: Brenda Durbin

PH: (573)751-2053 ext. 287

Tire Recycling

MVE Contact: Dave Bledsoe

PH: (573)635-3825

A complete list of all-statewide contracts and/or copies of these environmentally preferable statewide contracts may be obtained by accessing the State of Missouri, Division of Purchasing and Materials Management's Internet home page at <http://www.oa.state.mo.us/purch/purch.htm>.

If you are interested in finding sources for environmentally preferable products or services, please contact the Environmental Improvement and Energy Resources Authority (EI ERA) of the Department of Natural Resources at 573/526-5555 or E-mail: twelch@mail.state.mo.us or the Office of the State Recycling Coordinator, OA/Division of Purchasing and Materials Management at 573/751-1684 or E-mail: gehlea@mail.oa.state.mo.us.

OA/DPMM utilizes the Environmental Protection Agency's (EPA's) recommended content specifications for classifying products made from recovered materials as "recycled products". These guidelines may be viewed at EPA's Publications Internet Site at <http://www.epa.gov/epaoswer/non-hw/procure/factshts.htm>. These guidelines are listed under "1997 Buy Recycled Series".

FISCAL YEAR 1999 RECYCLING GOALS

Listed below are goals established for the State Recycling Program for fiscal year 1999.

- 1. Promote recycling, waste reduction and recycled product procurement through education and training.**
- 2. Decrease the amount of landfilled State waste by increasing recycling collection and waste reduction efforts.**
- 3. Promote purchases of environmentally preferable products and services.**
- 4. Monitor state's waste stream to determine the effectiveness of our recycling and waste reduction efforts.**
- 5. Maintain, promote, and enhance information regarding the State Recycling Program on DPMM's website.**
- 6. Improve tracking procedures for purchases of environmentally preferable products and services.**
- 7. Develop and maintain a database of all state agencies and their recycling efforts.**
- 8. Establish contracts for recycling services for both Kansas City and St. Louis area state agencies.**
- 9. Conduct "Clean Your Files" events to support Missouri Recycles Day – 1998.**

STATE DEPARTMENT RECYCLING ACTIVITIES

Fiscal year 1998 proved to be an important year for the State Recycling Program as agencies formed environmental committees, designated recycling coordinators or monitors, and formed internal partnerships.

OA/DPMM coordinated the State's first "Clean Your Files" events with OA/Facilities Management (FM) and the Secretary of State's Records Management Division. MIRC committee members further coordinated this effort with recycling coordinators within their department.

Missouri's Department of Natural Resources, Department of Corrections, University of Missouri-Columbia, Department of Transportation and the Environmental Improvement and Energy Resources Authority received numerous honors and awards for their Waste Tire to Energy Project. Under the program, over 360,000 waste tires were removed from illegal tire dumps and processed into an alternative fuel. The Waste Tire to Energy Project received the Governor's Award for Quality and Productivity in July and in December received an America's Best Innovations Award.

Each year the MIRC members are requested to report departmental activity as it pertains to recycling collection, waste reduction, and procurement of environmentally preferable products or services. This section reflects information submitted by the MIRC members.

OFFICE OF THE GOVERNOR

Waste Reduction

Utilized reusable interagency envelopes. Reused copy paper boxes, manila and hanging folders. Extensive use of Internet e-mail and web sites for notifications. Faxes were sent instead of mailings. Copied on both sides of paper. Misprinted items were used as scratch pads.

Recycling Collection

Mixed office paper, newsprint, laser toner cartridges, aluminum, corrugated cardboard, shredded paper, city and state telephone directories.

Environmentally Preferable Procurement

Business cards and other items were printed on recycled paper if possible. Ordered Styrofoam cups with recycled content.

Other Activities

Proclaimed November 15th as Missouri Recycles Day", participated in "Clean Your Files" events, and annually presents the State Recycling Award.

OFFICE OF THE LIEUTENANT GOVERNOR

Waste Reduction

Copied on both sides of paper, used computer/e-mail whenever possible rather than creating paper documents. Recharged laser toner cartridges. Routed correspondence and used reusable interagency envelopes. Used blast fax for news releases rather than paper. Computers were turned off at night to conserve energy. Encouraged use of ceramic cups rather than Styrofoam. Custodians and staff continually monitored the waste stream.

Recycling Collection

Mixed office paper, aluminum, newsprint, corrugated cardboard, city and state telephone directories, ink and toner cartridges, and fluorescent bulbs.

Environmentally Preferable Procurement

Recharged laser toner cartridges, recycled paper products, including business cards, note pads, and copier paper containing at least 20% post-consumer content.

Other Activities

Promoted Missouri Recycles Day, Missouri Stream Teams, and carpooling. The Director of the Council on Efficient Operations, administered through this office, looked at more efficient ways to coordinate state mail routing, fleet management, information and fuel purchasing. Promoted and participated in a "Clean Your Files" event in support of Missouri Recycles Day.

OFFICE OF THE SECRETARY OF STATE

Waste Reduction

Utilized inter-agency envelopes in lieu of new envelopes. Copied on both sides of paper when possible. Increased use of e-mail. Posted the Records Management & Archives Services Annual Report on the web, instead of printing. Condensed and minimized hard copy mailings by encouraging use of the Internet. Posted election returns and other pertinent public information on the web. Re-used file folders and bound scrap paper into notepads. Reused wooden pallets for incoming and outgoing shipments. Utilized the Surplus Property Program.

Recycling Collection

Mixed office paper, computer paper, corrugated cardboard, newsprint, city and state telephone directories, miscellaneous state publications, outdated manuals, magazines, adding machine tape, wooden pallets and aluminum cans. Over 275 tons of paper records eligible for destruction were collected and recycled through the records management program.

Environmentally Preferable Procurement

Copier and printing paper, envelopes, file folders, note pads, legal pads, hanging file folders, three ring binders, paper towels, corrugated cardboard boxes and gummed sealing tape. Specified recycled content paper for the printing of most publications.

Other Activities

The SOS Office launched a major campaign to inform employees of environmental issues and concerns. The "Clean Your Files" day in November 1997 caught the attention of Secretary of State Rebecca Cook and inspired her to take a look at all recycling needs. The Records Management Division took an active role in the event by sending staff to all the state office buildings participating in the event in an effort to assist them with their records retention concerns. Additionally, a committee was formed to deal with environmental issues and concerns. The office expanded its recycling program from only having recycling bins on every floor to recycling bins by all copiers, bins in each division, and individual bins at each employees desk. Building collections doubled the past year. Waste reduction, recycling and environmental awareness articles have also been included in the employee newsletter.

OFFICE OF ADMINISTRATION

Waste Reduction

Recharged laser toner cartridges. Reused office supplies such as manila folders, pendaflex folders, 3 ring binders, diskettes, refillable ink pens and pencils. Routed correspondence versus copying numerous individuals. Printed and copied on both sides of paper. Shared newspapers and publications within offices. Reused shipping pallets. Reused construction materials. Utilized internal and Internet e-mail when possible (i.e. distribution of meeting minutes, bulletins and announcements). Condensed and minimized hard copy mailing lists by encouraging state agencies and consumers to use website and e-mail. Encouraged use of ceramic coffee mugs versus Styrofoam cups. Utilized routing slips and envelopes. Encouraged employees to turn off computers and all electronic equipment at night to conserve energy.

Recycling Collection

Mixed office paper, computer paper, corrugated cardboard, newsprint, city and state telephone directories, miscellaneous state publications, outdated computer manuals, aluminum and steel cans, glass, plastics, gasoline credit cards (made of aluminum), automotive batteries, oil, freon, solvents, antifreeze, paint, NiCd and NiMH batteries, wooden shipping pallets, laser toner cartridges, Styrofoam packing materials and fluorescent lamps.

Environmentally Preferable Procurement

Copier and printing paper, paper towels, toilet tissue, business cards, promotional items, trash bags, recharged laser toner cartridges, low-mercury fluorescent bulbs and re-refined oil. Surplus property program utilized when feasible. Specified recycled content paper for print jobs.

Other Activities

Provided services for the pickup of recyclables. Promoted and educated state employees about the State Recycling Program. Conducted waste audits in the central Missouri region. Coordinated the State's "Clean Your Files" events in support of the first annual Missouri Recycles Day.

DEPARTMENT OF AGRICULTURE

Waste Reduction

Printed on both sides of paper. Bound scrap paper into notepads. Utilized routing slips and envelopes. Reused binders and folders. Unused fuel samples were dispensed into state vehicles. Utilized internal and Internet e-mail when possible. Recharged laser toner cartridges. Gasoline samples were reused in fleet vehicles after being tested.

Recycling Collection

Mixed office paper, computer paper, newsprint, aluminum cans, city and state telephone directories, and miscellaneous state publications. Ink and toner cartridges were recycled.

Environmentally Preferable Procurement

Copier and printer paper, plastic and paper dinnerware. Division of Weights and Measures collects gasoline samples throughout the state and test them for pureness. The samples are then poured into a storage tank and used by the vehicle fleet.

DEPARTMENT OF CONSERVATION

Waste Reduction

Printed on both sides of paper. Recharged laser toner cartridges. Bound scrap paper into note pads. Sent unknown/unwanted chemicals to DNR. Large bundles of old files and file folders were reused by other state organization.

Recycling Collection

White, mixed, computer paper, corrugated cardboard, newspaper, city and state telephone directories, aluminum cans, steel cans, compost materials, glass, plastics, motor oil, magazines and batteries. Ink and toner cartridges, fluorescent lamps, pallets, waste oil, oil filters and waste tires. Took metal waste to a salvage yard

Recycled Product Procurement

Re-refined oil, toilet paper, hand-towels, tissues, recharged laser toner cartridges, and paper and poster materials.

Other Activities

Waste stream continually monitored by custodial staff.

DEPARTMENT OF CORRECTIONS

Waste Reduction

Recharged laser toner cartridges. Printed on both sides of paper when feasible. Bound scrap paper into note pads. Utilized internal and Internet e-mail. Routed correspondence rather than copying numerous individuals. Reused envelopes, pails, and pallets. Used surplus property equipment and furniture and then reissued it within the department. Trash bags were emptied and reused when possible. Clothing was reissued to inmate population. The MVE vocational education diesel mechanics class rebuilt trucks for MODOT to extend the life of existing trucks. The MVE vocational education woodworking class used a minimal amount of scrap lumber from the furniture factory for training and production of novelty items. The dry cleaning operation re-used coat hangers.

Recycling Collection

Mixed office paper, corrugated cardboard, newsprint, city and state telephone directories, aluminum and steel cans, glass, plastics, motor oil, used laser toner cartridges, film cartridges, oil filters, paint thinner, cleaning fluids from parts washers, shredded paper, food service grease, wooden pallets, tires, auto batteries, radio batteries, printer ribbons, fluorescent bulbs, and all refrigerants including R-12. Started recycling confidential material rather than shredding. Baled plastic jugs and other containers. Scrap metal license plate material was sold to area dealers.

Environmentally Preferable Procurement

Recharged laser printer cartridges, copier paper, toilet paper, scratch pads, paper towels, trash bags, scrubbing pads, computer paper, large envelopes, office-supplies, paper products, pallets, file folders (hanging & manila), storage boxes, and writing tablets, non-hazardous fluorescent bulbs, antifreeze, paint, glass beads, barrels and containers, and vehicle maintenance supplies. All license plates manufactured during FY98 were made of 100% recycled aluminum (approximately 520,000 pounds). Recycled content products were used whenever possible.

Other Activities

Paper products collected by Chillicothe Correctional Center were palletized for use as a fuel source. Waste tires were sent to the tire shredding operation at Central Missouri Correctional Center (CMCC). Tree branches and leaves were shredded and used for mulch. Surplus Property was recirculated to other institutions. Inmate outside ground crew participated in the "adopt a highway" program, which is a cleanup and beautification of the environment. The CMCC Tire Recycling program in Jefferson City, MO received a national award for its innovative nature.

DEPARTMENT OF ECONOMIC DEVELOPMENT

Waste Reduction

Copied and printed on both sides of paper. Recharged laser toner cartridges. Utilized internal and Internet e-mail whenever possible. Encouraged consumers to use web site. Used both sides of fax paper. Bound scratch paper for note pads. Reused storage boxes. Used ceramic coffee mugs instead of Styrofoam cups. Reused manila and pendaflex folders whenever possible.

Recycling Collection

Mixed office paper, corrugated cardboard, newsprint, magazines, aluminum cans, laser toner cartridges, city and state telephone directories, and miscellaneous state publications.

Environmentally Preferable Procurement

Paper, recharged laser toner cartridges, legal pads, file folders, stationary, envelopes, forms, business cards, post-it notes, paper towels, memo pads, calendars and appointment books, hanging files, desk tray holders, binders, and desk accessories. Specified recycled content paper for print jobs.

Other Activities

Participated in a waste audit conducted at the Harry S Truman State Office Building and followed up by providing DED employees with the results. Participated in a "Clean Your Files" event to support Missouri Recycles Day.

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Waste Reduction

Printed on both sides of paper. Recharged both laser and copier toner cartridges. Used scrap paper as scratch pads. Phasing out fax machines requiring thermal paper. Used e-mail to cut down on paper usage. Routed documents versus copying numerous individuals. Reused folders, binders, diskettes, diskette envelopes and other reusable containers. Shared newspapers, magazines, and books.

Recycling Collection

Mixed office paper, computer paper, newsprint, corrugated cardboard, shredded paper, aluminum cans, city and state telephone directories, laser toner cartridges, copier toner cartridges, adding machine tape, videocassette tapes, expired publications, pamphlets and legislative bills. Waste products from DESE vehicles were recycled by the OA garage.

Environmentally Preferable Procurement

Copier and printer paper, post-it notes, recharged toner cartridges, paper towels, file folders, manila folders, business cards, letter and legal pads, paper for print jobs, letterhead, carbonless forms, Kraft envelopes, portfolio folders, rubber bands, report and binder covers.

Other Activities

Provided information to all employees about recycling collection in an effort to heighten awareness and participation in the State Recycling Program. Participated in a waste audit conducted at the Jefferson Building and followed up by providing DESE employees with the results. Organized an annual "Clean Up Day" in which extra recycling bins were brought in and DESE employees had an opportunity to review/clean out personal work areas, storage areas and files.

DEPARTMENT OF HEALTH

Waste Reduction

Recharged laser toner cartridges. Printed and copied on both sides of paper. Used e-mail in order to reduce paper consumption.

Recycling Collection

Mixed office paper, computer paper, corrugated cardboard, city and state telephone directories, aluminum cans, and shipping pallets.

Environmentally Preferable Procurement

Office paper, recharged laser toner cartridges, paper towels, and bathroom tissue.

Other Activities

Established recycling collection for corrugated cardboard after a waste audit revealed a significant amount of this material in the waste stream. Employees were advised of waste audit results.

DEPARTMENT OF HIGHER EDUCATION

Waste Reduction

Recharged laser toner cartridges. Printed on both sides of paper. Encouraged use of non-disposable drink and food containers for office functions. Reduced the number of copies requested of department publications.

Recycling Collection

Mixed office paper, computer paper, newsprint, aluminum cans, and city and state telephone directories.

Environmentally Preferable Procurement

Toilet tissue, paper towels, paper containers for cleaning products, copier paper, file folders, business cards, red rope pocket files, pencils, refillable pens, and recharged laser toner cartridges.

DEPARTMENT OF INSURANCE

Waste Reduction

All laser printer cartridges were recycled/recharged as well as cartridges for the reader/printer. Employees were encouraged to duplex all copies whenever possible. Major newspapers were shared within the office. Employees were encouraged to bring their own coffee cups and plates rather than using paper or plastic. Reduced the number of newspaper subscriptions and placed them in the break area for general reading.

Recycling Collection

Mixed office paper, computer paper, corrugated cardboard, newsprint, aluminum cans, city and state telephone directories, used laser printer cartridges and reader/printer cartridges.

Environmentally Preferable Procurement

Recharged laser toner and reader/printer cartridges, copier paper, paper towels, #10 envelopes, fax notes, post-it notes, letter and legal tablets, file folders, and binders. Recycled content products were procured for all paper product items, if available.

Other Activities

Employees were encouraged to turn off computers every night as well as typewriters and calculators to conserve energy. Employees participated in a "Clean Your Files" event to support Missouri Recycles Day.

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

Waste Reduction

Recharged laser toner cartridges. Printed and copied on both sides of paper. Used scrap paper for agency scratch pads.

Recycling Collection

Mixed office paper, computer paper, corrugated cardboard, file folders, aluminum cans, fluorescent light bulbs and ballasts, city and state telephone directories. Began collecting and recycling corrugated cardboard boxes at the Division of Employment Security.

Environmentally Preferable Procurement

Computer paper, carbonless forms, and low mercury fluorescent lamps.

Other Activities

State vehicles were serviced by OA garage where waste products were recycled. Participated in a "Clean Your Files" event to support Missouri Recycles Day.

DEPARTMENT OF MENTAL HEALTH

Waste Reduction

Recharged laser toner cartridges. Printed on both sides of paper. Bound scrap paper into scratch pads. Reused wooden pallets, paper clips, rubber bands, interoffice envelopes, file folders, and file boxes. Several out-state locations recycled cooking oil and grease trap waste. Shredded newspapers were used for packing material. Corrugated cardboard boxes were used for storage and extras were taken to the sheltered workshop. Encouraged substitution of e-mail for hard copy memos.

Recycling Collection

Mixed office paper, computer paper, newsprint, aluminum cans, city and state telephone directories, steel cans, laser toner cartridges, batteries, and motor oil. Recycling provided an occupational therapy opportunity for some DMH clients who separated material for the area recycler.

Environmentally Preferable Procurement

Writing pads, post-it notes, office paper, remanufactured cartridges, office supplies, corrugated cardboard storage boxes, toweling, and toilet tissue. Avoided products made of fully halogenated chlorofluorocarbons (CFCs).

Other Activities

Participated in a "Clean Your Files" event to support Missouri Recycles Day.

DEPARTMENT OF NATURAL RESOURCES

Waste Reduction

Recycled/recharged used laser toner cartridges. Duplexed copies when possible. Used refillable writing instruments. Used recycled office paper for notepaper at desks. Ordered calendar refills for desktop calendars. Reused binders, file folders, and many office supplies as a result of the establishment of a used office supply collection area. Utilized reusable materials such as cloth towels in place of paper towels. Used e-mail versus paper memos. Reused Styrofoam packing materials and corrugated cardboard boxes. Encouraged reuse of blueprints for packing and other uses. Encouraged composting and vermicomposting of food waste. Provided drinking mugs to avoid use of disposable cups. Used routing slips instead of making numerous copies. Used energy efficient light bulbs.

Recycling Collection

Mixed office paper, corrugated cardboard, newsprint, aluminum cans, glass, plastics, motor oil, compost materials, batteries, laser printer cartridges, facsimile machine cartridges, fluorescent lamps, tires, city and state telephone directories, statute books and other publications. Also reused horticultural supplies such as floral bulbs.

Environmentally Preferable Procurement

Numerous recycled content office supplies including file folders, letterhead, business cards, copier paper, facsimile paper recycled toner cartridges, recycled typewriter ribbons, and mailing labels. Used environmentally friendly office cleaning products and trash bags. Four state parks purchased outdoor equipment utilizing recycled plastic lumber and recycled content carpet, carpet pad, and mulch. Also purchased recycled content promotional items such as pencils, frisbees, keychains, clothing, etc. Purchased alternatively fueled vehicles for motor pool.

Other Activities

Promoted and showcased products utilizing recycled materials at state fair and other public venues. Functioned as a clearinghouse for information about recycling and waste reduction. Provided technical and financial support for innovative methods of waste reduction and recycling. Experimented with new waste reduction activities like "carry in-carry out" at selected state park facilities. Conducted a waste audit of cafeteria facilities at major state office buildings. Participated in a "Clean Your Files" event to support Missouri Recycles Day. Implemented a network of volunteer recycling monitors in each program to improve and increase recycling efforts. Utilized recycled computer disks. Provided coffee cups, plates, glasses, mugs, and silverware for employee use versus disposable kitchen ware.

DEPARTMENT OF PUBLIC SAFETY

Waste Reduction

Utilized inter-agency envelopes. Printed and copied on both sides of paper when feasible. Reused office supplies and janitorial supplies. Used scrap paper as note pads. Participated in a direct exchange program for automotive batteries. Solvents were re-distilled. Newspapers and publications were shared within the office. Promoted a reading file that was routed to all staff instead of copying numerous individuals. Encouraged e-mail distribution for memos, meeting minutes, bulletins and announcements in lieu of copies being distributed to each employee.

Recycling Collection

Mixed office paper, corrugated cardboard, computer paper, newsprint, outdated bulletins and pamphlets, aluminum cans, motor oil, batteries, tires, metals, antifreeze, statute books, toner cartridges, adding machine tape, city and state telephone directories, aluminum gas credit cards, freon, pallets, boxes, and old gas.

Environmentally Preferable Procurement

Copier and printer paper, business cards, envelopes, toilet tissue, paper towels, corrugated cardboard boxes, and office supplies such as binders, oxford wallets, file boxes, file folders, hanging folders, note pads, and legal pads.

Other Activities

Conducted a waste audit at the Missouri State Highway Patrol. Participated in a "Clean Your Files" event to support Missouri Recycles Day.

DEPARTMENT OF REVENUE

Waste Reduction

Printed on both sides of paper. Recycled/recharged laser toner cartridges. Utilized the Surplus Property program. Shared newspapers and publications. Reused payroll envelopes. Used loose-leaf binders to eliminate unnecessary copies. Reused wooden pallets and packing peanuts.

Recycling Collection

Mixed office paper, computer paper, corrugated cardboard, newsprint, obsolete forms and publications, city and state telephone directories, and statute books. Motor vehicle license plates were recycled through the Department of Corrections. The Department of Revenue recycled 240 tons of income tax returns and other records into roofing shingles.

Environmentally Preferable Procurement

Packing peanuts, copy machine paper, continuous computer paper, printing paper (letterhead, business cards, etc.), file folders and filing items.

Other Activities

The Department's vehicles located in Jefferson City were serviced by the OA garage, which recycles waste products. Participated in a "Clean Your Files" event to support Missouri Recycles Day.

DEPARTMENT OF SOCIAL SERVICES

Waste Reduction

Recharged laser toner cartridges. Printed/copied on both sides of the paper. Bound scrap paper into note pads. Recycled aluminum cans, file folders, brass and tabs. Used shredded paper for packing. Reused boxes for shipping, calendar pads as note pads, and plastic grocery bags as waste can liners.

Recycling Collection

Mixed office paper, computer paper, corrugated cardboard, newsprint, aluminum cans, city and state telephone directories, laser toner cartridges, and misc. bound publications.

Environmentally Preferable Procurement

Toilet tissue, paper towels, fax ribbons, copier paper and tablet paper.

Other Activities

Several divisions of the Department of Social Services centralized into one facility in Jefferson City. With this consolidation, a recycling program was started at the new facility that has been most successful. Also, the Department of Social Services at the Broadway Building began collecting newspaper and aluminum cans for recycling. Different divisions also participated in a "Clean Your Files" event to support Missouri Recycles Day.

DEPARTMENT OF TRANSPORTATION

Waste Reduction

Scrap computer paper used for note pads. Printed and copied on both sides of the paper. Repaired and reused broken or damaged wooden and metal sign posts, damaged guardrails, and damaged bridge structural steel. Reused boxes for shipping highway signs. Old rotomillings were used in mixed asphalt and roadway rehabilitation projects. Aggregate was placed under asphalt storage tank to absorb spillage, then used on roads. Used obsolete guardrail panes and concrete from roadway repair for erosion control. Waste paint solvents were used as blended industrial fuel. Stripper cleaning fluid used in striping paint. Recapped equipment, truck, and loader tires. Lead paint chips sent to lead smelter to recover the lead. Bioremediate petroleum contaminated soil instead of sending it to a landfill. District pesticide inventory maintained to better distribute and use pesticides. Steel shot and sand blast residue containing lead paint sent to lead smelter for reuse as a raw product. Parts cleaner solvent collected by recycler or blended for industrial fuel. Chipped waste wood, tree limbs and brushes for landscaping and compost. Micro surfaced roadways resulting in prolonged life and reduction in material usage. Calcium sulfonate used to encapsulate lead paint on bridges. 55,000 tires were picked up along the highway system and were taken to the Department of Corrections who in turn ground them for use as fuel at the University of Missouri in Columbia.

Recycling Collection

White, mixed office paper, computer and corrugated paper, aluminum cans (including those collected at rest areas), laser toner cartridges, steel cans, motor oil, compost materials, steel drums, automotive, NiCd and lead-acid batteries, scrap metal and waste tires found along the highways, telephone books, used motor, gear and hydraulic oil, sandblasting paints, aluminum highway road signs, solvents, antifreeze, and freon.

Environmentally Preferable Procurement

Paper, towels, toilet paper, envelopes, reclaimed rubber to use in asphalt on test project, sawdust to cover crack pouring asphalt, wet bottom boiler slag (cinders) for snow removal, fly ash in concrete, waste roofing shingle granules for snow removal, recycled paper for printing of 3.5 million highway maps, brochures and newsletters, re-refined oil in department automobiles, expanded use of recapped tires, expanded use of sawdust and mulch for roadside beautification, fly ash for fill material and pavement grouting, lime kiln dust for soil stabilization, truck tire sidewalks used for traffic cone ballast, refurbished aluminum signs, iron mountain chat by-product in asphalt, used oil heaters in heat shops, wet bottom boiler slag for traction surface on bridges, and water based striping and bridge paint. Use shredded tires in landscaping. Testing recycled plastic wheel stops. Purchased equipment to extend the life of NiCd batteries. Removed the word "Virgin" from non-structural plastic product specifications.

Other Activities

Provided recycling information to over 5,600 Adopt-a-Highway groups. Included a recycling tip column in the "Roadside Review" newsletter. Maintained a department-wide hazardous materials/waste survey. Used biodegradable non-toxic degreaser on vehicles. Experimenting with Soy Wash, a biodegradable soybean by-product to clean equipment. Also experimenting with a Soy-based dust suppressant. Used compost from city recycling centers. Used low growing grass to reduce mowing and spraying (waste and pesticide reduction). Waste wood products used as absorbent material to contain spills. Conducted internal waste audits at DOT facilities. Currently working with DNR to develop a waste audit guide for garages.